



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AUTOMOTIVE BODY WORKER	30	G	9.327

DEFINITION OF THE CLASS:

Under general supervision, performs skilled work in the repair, rebuilding, and refinishing of vehicles and equipment; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Straightens panels and removes dents from vehicles/equipment. Dents are removed by drilling a hole in the middle of the dent and using a pick to pull the dent out. Straightening panels includes: using a hydraulic jack to push or bend heavy material into place; using pry bars to align panels in small or tight places; heating metal with a torch to increase malleability; reshaping the metal using a hammer and dolly.

Removes and replaces, or repairs and rebuilds damaged panels, fenders, hoods, doors, grills, and bumpers. Repair and rebuilding includes: grinding the metal or fiberglass area with an air grinder; applying resin; filing the area to the correct shape, smoothing the area with sandpaper; making final preparations for painting by apply putty and primer and sanding the area.

Paints vehicles, equipment and components. Painting jobs range from spot touchup to complete refinishing and are completed by: cleaning the area to be painted; taping exposed windows, lights, bumpers and similar parts; applying the paint using the appropriate paint and spray painting or surface painting method.

Reassembles and installs equipment parts by cleaning or sandblasting the area and welding the part to the frame using the appropriate welding process.

Removes and replaces equipment glass, door handles, locks, hinges, lights, molding, and similar components.

Prepares requisitions for the parts and materials required to complete job assignments.

Maintains work area in a clean and safe manner. Labels and disposes of paints, and resins, and solvents in accordance with hazardous waste guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of agency and division rules, policies, and procedures regarding work orders, shop operations, and safety. Working knowledge of state and federal regulations regarding the proper use and disposal of hazardous materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to estimate the cost of body repair work and prepare stock requisitions.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the methods, materials, tools and equipment used in automotive body repair work and painting. Working knowledge of the characteristics and uses of various types of paint.

Ability to write sufficient to requisition supplies and prepare work orders. Ability to read sufficient to read and interpret work orders, supply catalogs, and repair manuals. Ability to establish and maintain cooperative working relationships with co-workers and staff. Ability to work independently and follow through on assignments with minimal direction.

Skill in safely operating and maintaining the equipment and tools used in automotive body work and painting. Skill in performing all aspects of automotive body work including straightening panels; aligning doors, fenders, hoods, and bumpers; rewiring lights; and welding. Skill in matching paint and paint application.

EDUCATION AND/OR WORK EXPERIENCE:

I

Completion of a recognized apprenticeship as an automotive body worker; OR

II

Four years of supervised skilled experience in automotive body work (such as an apprenticeship) which included responsibilities for painting and straightening, repairing, and rebuilding panels, fenders, hoods, and doors plus 28 semester credits with an emphasis in auto body service; OR

III

An equivalent amount of experience and education that provided the applicant with the required entry level knowledge, skills and abilities. One year journey level experience may be substituted for 28 semester credits in auto body service.

LICENSE: A valid Class B or Class C Nevada commercial driver's license may be required for some positions at the time of application.

SPECIAL NOTE: Some positions may require that incumbents furnish their own tools.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.327</u>
REVISED:	1/1/61
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